

OPEN

## COMMUNITY PROGRAM SPECIALIST II OPEN EXAMINATION

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

07FQ01

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### FINAL FILING DATE: APRIL 30, 2007

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.

Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>. Applications are available and **MUST** be filed in person or by mail with:

State Council on Developmental Disabilities  
1507 21<sup>st</sup> Street, Suite 210  
Sacramento, CA 95814  
**Attention: Exam Unit**

### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the Application for Examination. You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**QUALIFICATION APPRAISAL:** It is anticipated that interviews will be held during JUNE, 2007.

**SALARY RANGE:** \$4255 - \$5172

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I, or II, "or III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

The following education requirement applies only to the non-California state service experience pattern.

**Education:** Equivalent to graduation from college. (Supervisory or administrative experience in the field of developmental disabilities may be substituted for the required education on a year-for-year basis.)

#### Either I

One year of experience in the California state service performing the duties of the class of Community Program Specialist I.

#### Or II

One year of experience in the California state service performing Budget, Personnel, or administrative analysis duties in a class with a level of responsibility equivalent to that of Staff Services Analyst, Range C.

#### Or III

Two years of experience performing analytical staff work in the field of developmental/mental disabilities including such areas as direct client care programming, program planning, and implementation of services and supports, budget analysis, personnel management, or administrative analysis. All of this experience must have included responsibility for defining problems, analyzing facts, and preparing recommendations for action with supporting material.

(Possession of a Master's Degree in Public Administration, or a closely related field, may be substituted for one year of the required experience under Pattern III.)

### THE POSITION:

A Community Program Specialist II employed by the State Council on Developmental Disabilities may work at Council headquarters or at one of the thirteen Area Board offices. A Community Program Specialist II may be responsible for activities including, but not limited to: (1) advocacy to assure the rights of persons with developmental disabilities; (2) collaboration with community organizations and agencies to improve services and expand resources; (3) education and training for people with developmental disabilities and their families on disability issues; and, (4) research and reporting to ensure compliance with federal and state mandates and contract requirements.

### QUALIFICATIONS APPRAISAL - Weighted 100%

#### Scope:

#### A. Knowledge of:

1. Needs and concerns of people with developmental disabilities and their families.
2. California's developmental disabilities service system and state and federal laws applicable to people with developmental disabilities and their families.

#### B. Ability to:

1. Analyze and apply complex rules, policies, procedures, and regulations to arrive at logical, objective conclusions.
2. Communicate complex information, both written and oral, to a variety of audiences in a manner sensitive to cultural and intellectual differences.
3. Develop and conduct effective outreach, education, and training activities for a variety of audiences.
4. Develop and maintain cooperative and collaborative working relationships.
5. Apply problem-solving and conflict resolution techniques to complex situations.
6. Assist volunteers to manage their work assignments and improve their performance.
7. Use personal computers, laptops, and programs to input data, create documents, and conduct research.

SEE REVERSE FOR ADDITIONAL INFORMATION

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8. Process multiple tasks and information to organize, plan, and complete assignments accurately and timely.
9. Apply effective research techniques, including interviewing.
10. Use discretion in situations that include discussions of sensitive and/or confidential information.
11. Work independently, with minimal supervision.

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**Veterans' Preference** credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

**ELIGIBLE LIST INFORMATION:** This list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

The resulting eligible list will be used to fill vacancies at State Council on Developmental Disabilities.

#### **EXAMINATION INFORMATION:**

##### **GENERAL INFORMATION**

It is the **CANDIDATE'S RESPONSIBILITY** to contact the State Council on Developmental Disabilities (SCDD) Testing Office three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the **CANDIDATE'S RESPONSIBILITY** to contact SCDD' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board (SPB) offices, offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**SPB** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**EXAMINATION LOCATIONS:** Locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** In addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.